

## **Architecture Services**

Identifying architecture services essential to the success of the project should be an early task in the development process. Most projects will require a set of basic services typically provided by Architects. These include preliminary design (concept/schematic design), design development, preparation of construction contract documents, assistance in the bidding or negotiation process, construction phase administration of the agreement between the Owner (Developer/Borrower) and Contractor; and post construction evaluation.

**Purpose:** Capture and convey the complex expectations, relationships, responsibilities, and rules that tie together the parties to design and construct.

### **Requirements:**

1. The Minnesota Housing Finance Agency (Minnesota Housing) will require the Owner to hire an Architect and/or Professional Engineer to provide professional services if any of the following conditions apply:
  - Required by State Statutes;
  - New construction;
  - Substantial rehabilitation where the scope of work involves any of the following, unless otherwise waived by Minnesota Housing:
    - a. Changes to load-bearing walls;
    - b. Conversions (change of use/occupancy);
    - c. Reconfigurations;
    - d. Adaptive reuse of vacant buildings;
    - e. Siding replacement (>7 dwelling units); or
    - f. Roof replacement (>10,000 s.f. of roofing area); or
  - Determined necessary by Minnesota Housing.
2. If architecture services are required they shall include basic services as listed above. If additional design consultants (civil, structural, mechanical, electrical, or where appropriate, a Landscape Architect) are needed to perform architecture services in order to complete the project, these consultants shall act as subcontractors to the Architect and the Architect shall be responsible to the Developer for all of their professional services.
3. All professional services shall be performed by professionals registered in Minnesota in their respective fields and independent of Developer and Contractor(s) engaged in the development unless rehabilitation and simply replacing worn components/equipment with similar new components/equipment. No design-build unless prior approval by Minnesota Housing.